



Visitors' Responsibilities

Visiting schools are expected to operate under **their** existing Behaviour Management Plan while using the facilities and/or participating in the Centre's programs. They are also asked to acknowledge and incorporate our **Code of Behaviour** and respect our site-specific rules where applicable.

THE ROLE OF VISITING TEACHERS

Before Excursion

- Obtain a suitable First Aid Kit for use on the trip.
- Organise students into dormitories and duty roster (2 dormitories – 13 bunks in each – fits 52 people.)(two smaller rooms for supervisors and staff if not sharing with students)
- Issue "What to Bring" lists and ensure that each student has the necessary items, especially a hat, suitable clothing and footwear and bedding.
- Collect "Parent Consent" and "Student Medical" forms and bring to the centre together with your "Student List".
- Ensure all staff and accompanying adults are aware of the Health and Safety Guidelines of the centre

During Excursion

- Ensure an adult with appropriate First Aid qualifications will be on site after centre staff leave.
- Work cooperatively with centre staff during the learning experiences planned as part of the program.
- ***Be responsible for discipline, organising meals and duty roster and share with the accompanying adults the supervision of students during activities.***
- Administer and record any medication listed on the "Student Medication Record" form.
- Before leaving the centre, leave a copy of the "Student Medication Record" form and any "Accident/Incident" report forms with the Education Officer at the centre.

THE ROLE OF OTHER ACCOMPANYING ADULTS

- Assist in the supervision of students during meal preparation, cooking, cleaning, showers and their general conduct.
- Assist the teachers and centre staff in the supervision of students especially during evening, night and early morning.
- Provide a model for the students by participating in the learning experiences, by observing and pointing out items of interest and also showing your concern for the area by preventing litter and damage.
- Allow students to carry out assigned tasks by themselves – it is all part of the learning experience. Support them just don't do it for them.



Behaviour Management

The Wanpa-rda Matilda Outback Education Centre provides a supportive school environment through praise and responsible use and respect of the environment, facilities and others. The Centre staff respect the visiting school's Behaviour Management Plan and acknowledges continuity as an important aspect. Camp Leaders and accompanying adults, along with WMOEC staff will be actively involved in the promotion of positive behaviour management.

Code of Behaviour – (Responsible Behaviour Plan attached)

Everyone is expected to show respect for:

- The environment
- Centre facilities and equipment
- All Centre staff and visiting students, school staff and accompanying adults

Show respect for others:

- Ideas and opinions
- Differences
- Abilities and limitations

Take responsibility for your own actions

Where a school chooses not to follow their own Behaviour Management Plan the following plan will be used to deal with breaches of the Code of Behaviour.

1. Acknowledge positive behaviour
Point out concerns, alert to consequences
Redirect to appropriate task
2. Return to task or sanction (time out), relinquish equipment or role for a short time.
3. Extend sanction or remove to supervised work area.
If necessary contact the school principal.
4. Consult with teacher, Centre staff and school principal. Where behaviour is not acceptable, students are to be returned to school/home by parents or other means arranged between school and parents.

Duty of Care

The Wanpa-rda Matilda Outback Education Centre staff and visiting teachers work collaboratively to support the curriculum programs offered by the centre.
The aim is to provide teachers and students with a physically, emotionally and socially safe educational experience.